

Invitation to Qualify Administration

Response Career Management Associates of Iowa Electronic Version

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CAREERMANAGEMENT
associates



3737 Woodland Avenue, #225
West Des Moines, IA 50266

ph. 515.309.5530
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December 30, 2005

Ashley Super, Purchasing Agent III
Iowa Department of General Services (DGS)
Hoover State Office Building – Level A
Des Moines, Iowa 50319-0105

RE: Invitation to Qualify #BD80200S102 Strategy/Vision/Consulting Response

Dear Ashley,

Career Management Associates of Iowa (Career Management Associates and/or CMA) has reviewed the Invitation to Qualify and has provided a Response, which conforms and is in compliance with all instructions, conditions and requirements included in the ITQ.

This letter is to notify the Department of General Services (DGS) that Career Management Associates is committed to providing the services proposed in CMA's Response to the ITQ.

[We faxed our W-9 and submitted our Vendor Application online on December 28, 2005.](#)

Thank you in advance for your time and consideration.

Sincerely,

William C. Grimes, Sr.
President & CEO
Career Management Associates of Iowa

Enclosed
ITQ Response

NON-COLLUSION AFFIDAVIT

I, the undersigned, am the person responsible for the preparation of and cost data contained in this response submitted to the STATE in response to this ITQ and certify that:

Cost data has been arrived at independently and without consultation with any other party.

No information regarding this response content has been disclosed to any other party that may be or may potentially be responding to the ITQ with a response.

No attempt has been made to induce or to refrain any other party in responding to this ITQ or to influence the content of their response.

This response and subsequent proposal(s) submitted by my firm to RFPs referring to this ITQ is made / will be made in good faith and not pursuant to any discussions / agreement with any other party.

My firm and its affiliates, subsidiaries, officers, directors and employees are not currently under investigation or been convicted for any act prohibited by federal law involving conspiracy or collusion with respect to bidding on public ITQ and related Pos, except as follows:

I understand that any miss-statement in this affidavit is and shall be treated as fraudulent concealment from the STATE of the true facts relating to the response submission for this ITQ.

Name: Bill Grimes, Position: President & CEO

SIGNATURE: _____ Date: _____

Representing COMPANY NAME: Career Management Associates

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY _____ OF 20_____.

NOTARY PUBLIC _____ My commission expires: _____

Mandatory Agreement Questionnaire

This section consists of a series of questions that must be answered to the affirmative prior to proceeding with development of your response. It confirms your understanding of and agreement to our requirements for submitting a response. Negative responses will disqualify you. Please insert a copy of your answers inside each of your responses.

1. Do you agree that the contents of your proposal(s) will become part of any resulting ITQ and related POs and can not be held confidential? YES X NO
2. Do you agree to submit one original of your proposal, together with two (2) copies and a electronic soft copy on diskette? YES X NO
3. Will you include at least three (3) client references and agree you must attain acceptable scores from references for each service category you are attempting to qualify for? YES X NO
4. Do you agree that you must maintain an acceptable rating by each agency you do work for in order to remain pre-qualified for each service category? YES X NO
5. Do you agree to abide by agency specific requirements as outlined in section 1-25? YES X NO
6. Do you agree that your response will remain valid for at least 120 business days and duration of ITQ and related POs? YES X NO
7. Are you a TSB or do you currently have or have had a contracting role in three (3) projects for each of the categories you are attempting to qualify for? YES X NO
8. Do you agree that if the STATE finds any part of your response to be false, you will be placed on temporary suspension from doing business with the STATE? YES X NO
9. Do you accept the requirements stated in sections 1-19 and 1-21? YES X NO
10. Will you provide all documents of proof of insurance as required by this ITQ and any related POs? YES X NO
11. Are you aware that the STATE will conduct any and all background checks it deems necessary? YES X NO

SUBMIT COMPLETED COPY INSIDE YOUR RESPONSE.

COMPLETED BY _____

LOBBYING CERTIFICATION FORM

FOR ITQ AND RELATED POSS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of her or his knowledge and belief, that

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract or agreement, or the making of any federal grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid to any person for influencing or attempting to influence the making of federal contracts or federal grants, loans, co-operative agreements, the undersigned will submit full disclosure of lobbying activities showing all details and supporting documents.

The undersigned will require any or all subcontractors to submit a separate lobbying certification and disclosure accordingly.

SIGNATURE: _____ TITLE: President & CEO

COMPANY NAME: Career Management Associates DATE: 12/30/2005

List of Clients / Survey Recipients

The clients that Career Management Associates has requested references from are:

Erin Phillips Senior Manager	Iowa Foundation for Medical Care
Kathy Allen Contracting Officer	United States Veterans Administration
Brad Parks Deputy Director	USDA, NASS
Melanie Clayton Human Resources Director	Workspace, Inc.
Jeremy Cook Human Resources Manager	Swift and Company

Professional / Technical Personnel Questionnaire

1. How do you intend to provide the resources required by this ITQ?

Career Management Associates currently has 26 employees on staff as well as an extensive resume base. We have an excellent recruitment system with a reward system in place for employees who recommend candidates to us. It has proven to be a valuable tool in acquiring new personnel and generated the satisfaction of many solid and on-going clients. Top candidates are recommended as they have to go through the CMA interview process in addition to your process.

2. Identify the SP contract administrator and describe the functions that person will perform.

Russell W. Baugh, Human Resources VP, will handle all documentation needs; reporting requirements; invoicing payments, questions, and concerns; and insurance requirements or needs. He will also serve in the Staffing Director role, including recruitment needs; employee / team issues; and any on site requirements.

3. Describe how you plan on providing additional personnel if it becomes necessary to properly staff projects.

In addition to the methods described in question 1, CMA has an extensive online recruitment system. We also work with sub-contracting firms when the need arises however their candidates are subjected to the same interview process that CMA's employees go through.

4. Describe your company's ability to uniquely address problems and issues related to the service category.

CMA works closely with the client to insure that no problems develop. The Staffing Director checks with the client semi-monthly to make sure the consultants are performing to the best of their ability. CMA has an open door policy and we encourage our employees to contact their supervisor or CMA if they foresee any problems. In addition the consultant turns in a semi-monthly status sheet that the client's representative signs.

5. Describe your company's practices in adopting client policies and methods.

CMA's project approach is unique, based upon individual project criteria and the client's methodology. CMA provides quality deliverables decided upon by both the client and CMA. We pride ourselves on project completion and meeting deadlines, as well as, being under budget. Our communication methods include a semi-monthly status update, monthly management meeting, and day-to-day involvement with your staff.

6. List each type / brand of operating system/ communication system you are experienced with in each category below and make comments.

In addition to the answers below we have provided a spreadsheet showing the diversified talent of CMA's current staff and skill sets which lists all hardware, software and the range of positions that CMA is capable of filling.

- a) Mainframes: The essential characteristics of a mainframe are: rapid and continuing evolution, general-purpose orientation, hardware implemented solutions, and the criticality of user input to all of these processes. CMA has a strong employee base of mainframe programmers with a wide variety of skill sets.

IBM 43XX, 93XX & 3090
IBM 9XXX, 43XX, & 30XX.
IBM OS/390

Linux
RACF
SNA

ISPF/SDSF
SUN (Solaris)
z/OS

IBM MVS / VM / & VSE / ESA	TCP/IP
TPF	TSO

- b) Midrange / Minicomputer: The midrange / minicomputer is becoming the mainframe of the future. As we move forward there is realization that the power and the centralization were a prime asset. This hardware is being built to handle anything that the mainframe can.

AS400	UNIX	HP
OS400	IBM AIX	C Shell
PRIMOS	Sun Solaris	Linux

- c) Client / Server / Distributed Systems: The tools, languages, and software in this category and the next 3 categories can be links between each area and are necessary to achieve an end result and to determine which area an item belongs in can be hazy.

SQL Server	XML	Visual Interdev
UNIX	UML	Actuate Reports
Windows NT	COM	O.O.D
IIS, MS	Exchange Server	Apache
OS	MS Access	DHTML
AIX	ASP	VS Studio

- d) Desktop: It generally can go without saying that the majority of computer programmers are quite literate in the use of all desktop applications due to the use of computers not only in the office but at home as well.

Windows95, 98, 2000	Visio	Outlook
Windows CE, NT, XP	Excel	MS Office
MS Word	PowerPoint	MS Publisher
MS Access		MS Project

- e) LAN: The category takes a special kind of consultant. One who takes pride in accomplishing tasks with their hands.

Novell Netware	Novell	Variety of Servers
WindowsNT, 2000& XP, IIS,	Linux	Variety of Firewalls
Cisco Catalyst Series switches	Exchange	Variety of Routers
All Cisco routers	SMS	CSU/DSU's Switches
Cisco Secure Firewall Cisco IOS	SQL	or Hubs for Data
Firewall	SNA	and/or Voice
Cisco PIX		

- f) Languages and DBMS: These are too numerous to list here. The majority of Databases are now relational to deal with the client/server/web environments. However, the legacy systems still exist. CMA has a large percentage of consultants that not only have client / server / web skills, they also have a mainframe background which gives them a solid structured base to work from.

Sybase	Visual C++	JavaScript
Oracle	C, C ++	VisualAge for Java
DB2	JavaScript	Visual Interdev COM,
VSAM	PowerBuilder	SAP
KSAM	PowerDesigner	Fireworks

IMS	SQL	Assembler
IDMS/ADSO	CICS	RPG I, II, III,
Access	COBOL	RPG ILE
Visual Basic	MF COBOL	JCL
Informix	COBOL II, Assembler	SAS
PL/SQL	Visual Basic	Easytrieve (Plus)
DreamWeaver	Visual Studio	WebSphere
MS FrontPage	ASP	Xpediter
Lotus Notes	Java	File-Aid
Domino	J2EE	Abend-Aid
SAP	z/OS	Endeavor

7. Describe your products / experience with Databases. Career Management Associates has no products. We only provide the personnel to work with the products in your environment.

a) Administration:

MS SQL	Windows 2000	Oracle
Novell	Microsoft Access	Informix
Windows NT	MySQL	

b) Application Development tools:

SAS	Visual Studio	C, C++
MS Access	Visual C++	Application Server
TOAD	Shell Scripting	

c) End user tools:

Crystal Report	Access	SQL
Easy Trieve	Excel	Oracle Developer Forms and Reports

d) Structure and methodologies:

Bachman	IDEA	FOOM
Star Schema	PMBOK	Snowflake Schema

There are those who passionately believe that one methodology or one tool alone can do all the database design one needs. For example, some system designers with excellent technical educations have been trained in nothing but entity-relationship analysis. Some systems analysts use data flow analysis techniques heavily and let other people worry about data structures. Others swear by object-oriented design techniques. Some even would argue that it is unfair to call entity-relationship modeling "data-structure" analysis, since they reserve that term exclusively for techniques developed by industry researchers such as Charles Bachman. Career Management Associates is interested in leveraging a useful set of design techniques to integrate knowledge about organizational activities, information processing, and data structures in order to design business processes that achieve strategically important goals.

e) Other

8. What general software applications have you experience in?

We assume that you are referring to proprietary user applications.

Phamis Last Word
HBOC
PeopleSoft

CARDIOMAC
MAS90
Outlook Express

9. Please describe any experience and deployed solutions in each of the following specific technologies below.

The experience and solutions provided are because of our consultants' expertise. Please understand that even though we might not have experience in a specific area, it does not mean that we couldn't find a candidate that meets the requirements.

a) Help desk solutions / technologies

- Performed Help Desk Support for 600+ users
- Designed, developed, published, and maintained an online technical library
- Developed a web-based training program and quick reference guide for new trouble reporting and tracking
- Wrote programming manuals for APIs and operating systems
- Developed and incorporated online help systems for products with a user interface

b) Data development

- **Accounting System**

- ⇒ Created entire accounting system for multi-user environment. Provided a solution and project management to produce a custom solution as opposed to the alternative of wrapped solution. This new solution was provided full customer support for 2+ year.

- **Data Conversion**

- ⇒ Executed multiple data conversions moving data from legacy systems forward into newly acquired systems better meeting client needs. This has been performed in both micro and enterprise size environments without loss or corruption of data and no unplanned downtime.

- **Iowa Medicaid Program**

- ⇒ Served as product leader, supporting and interacting with programmers, end-users, clients, and high-level managers. Key player in TQM focus group.

c) Data analysis

- Led a project through complete End-to-End project life cycle for new modules and enhanced functionality to link 6 autonomous governmental departments.
 - Requirement gathering from each governmental department involved.
 - Analysis of gathered requirements and resolution of conflicts, Prepare User Requirement Specs, Review URS, and Sign-Offs.
 - Set up off-site development environment using SCO UnixWare 7 on Proliant server.

- Install Oracle database s/w and create test database.
- Create target schema using exp/imp utilities and dump files from the live system on tape.
- Set up development workstation's connectivity to the new instance using sqlnet.
- Design database structure and process changes, application requirement changes, prepare System Requirement Specs, review and sign off from project champion.
- Implement DB changes and load simulated config data.
- Aid in developing screens and reports.
- Develop data access components, procedures, and packages.
- Unit Test and integrate with existing systems.
- Prepare test plans and coordinate User Acceptance Testing.
- Prepare user guides for distribution and training.
- Perform DRP review and Audit trail review.
- Conduct user training, sign-off, and perform handover to full time support team.

d) Data modeling

Because Career Management Associates has been involved with many clients, many of our consultants are expert modelers using conceptual, logical, and physical modeling techniques. We subscribe to the notion that we must go further than simply model as we must keep our client's environment and needs in mind and address such issues as performance tuning, normalization, and scalability.

e) Facilitating and Consulting

- With over 22 years of experience in managing the logistical operations, business development, and staffing, Career Management Associates can efficiently implement and/or guide any task to which we propose a solution.

f) Photogrametry and remote sensing

- This is an area where Career Management Associates does not currently have the expertise on staff.

g) Data collection and clean up mapping

- Again, anything database related, is an area of extreme strength for us as a result of broad base of consulting experience in this field.

h) GIS / ESRI Software / MapInfo

- This is an area where Career Management Associates does not currently have the expertise on staff.

i) Electronic Commerce / EDI

- Career Management Associates has deep experience running back over 25 years in the EDI transaction environment. Some of our lead personnel were there back during the days that EDI was first standardized for certification.

j) Document management

- Again, having served in roles of Technical Writer, Senior Technical Writer, and Technical Communications Manager, our consultants have a depth of experience that is often unparalleled.

Having developed and maintained entire help desk operations, technical libraries, newsletters, and software interface design for access to technical documents, we are experts.

k) Telecommunications wide area network

- Mapped entire WANS Networks Including Servers, Routers, Hubs, down to PC workstation, and Phone System using Visio Professional.

l) Biometrics

- This is an area where Career Management Associates does not currently have the expertise on staff.

m) Wireless networking

- Wireless networking has now become commonplace. Our corporate network relies heavily on the wireless approach and data security. We have numerous people skilled in this sector as well.

n) IT staffing

- While we provide staffing across all sectors, our staffing department is ran by an individual that has specialized in this area for over 10 years.

o) Graphic / web design

Using a web server, hosting has been provided to hundreds of clients over the previous 3 years. We have a number of graphic and/or web designers that support this aspect of what we do.

p) Other

Career Management Associates believes in honesty with both the client and our employees. We are proud to say that Iowa Foundation for Medical Care has rewarded our efforts by making **Career Management Associates a preferred vendor**. We consider this a great honor to be one of a handful of vendors to be appointed. We would like to provide this same service to you.

Cost Data Sheet

COST DATA SHEET for ITQ Number BD80200S102 Revision 1.0		
For Service Category Administration		
COMPANY NAME Career Management Associates Date December 30, 2005		
Title	Description	Rate Per Hour (Maximum)
Database	At least four (4) years of applicable experience in providing technical expertise and guidance in the definition, control, integrity, operations, and management of database management systems. Duties includes but are not limited to database administration, and evaluation and recommendation of products and services. Education requirement: Bachelor's degree or equivalent.	\$112.00
LAN/WAN	At least four (4) years of applicable experience in analyzing data communication requirements and developing LANs to support the implementation of major installation automation systems with communications. Designs, develops, maintains, and/or modifies complex network hardware and/or software systems. Performs LAN/WAN network administration activities Education requirement: Bachelor's degree or equivalent.	\$91.00
Operating Systems	At least four (4) years of applicable experience in operating and maintaining multi-processor mainframes, their associated peripherals, mini-computers, and client/server systems. Duties include but are not limited to monitoring operating system resources, monitoring consoles, system utilization, performing system back-ups, and/or maintaining systems data security and integrity. Education requirement: Bachelor's degree or equivalent.	\$76.00
Web	At least four (4) years of applicable experience performing complex software engineering activities relative to the design and development of new or existing software. Performs administration activities related to web infrastructure components such as web server, application servers, and search engines. Education requirement: Bachelor's degree or equivalent.	\$91.00

Title	Description	Rate Per Hour (Maximum)
Messaging	<p>At least four years of applicable experience in installation, set-up, and debugging computer systems. Performs administration activities on selected message platforms.</p> <p>Education requirement: Bachelor's degree or equivalent.</p>	\$76.00
Security	<p>At least four (4) years of applicable experience in analyzing and defining security requirements for multi-level security systems. Duties include but are not limited to risk assessment, evaluation of security products, and operational implementation of multi-level security systems. Performs security activities related to security, auditing, and enforcement.</p> <p>Education requirement: Bachelor's degree or equivalent.</p>	\$91.00
Emerging/ Niche Technologies	<p>At least four (4) years of applicable experience in performing enterprise-wide strategic systems planning, business information planning, process and data modeling. Builds solutions based on technical specifications and using emerging or niche technologies.</p> <p>Education requirement: Bachelor's degree or equivalent.</p>	\$91.00
<p>Note: The SP may be able to have additional line items added at a later date to this ITQ, IF it is in the same service category as originally qualified for under the ITQ, and if such a request is approved by the STATE. In such case, an addendum will be issued by the STATE.</p>		
<p>Submit additional sheets as necessary. RATE PER HOUR is to be in US dollars and is firm for the duration of the ITQ, except that changes to the rates per hour may be made upon approval by the STATE once every 12 months from the date of the ITQ execution and no change will be allowed over 5% for each line item without justification. In such case, an addendum will be issued by the STATE.</p>		

REQUIRED SIGNATURE PAGE (submit two signed originals in your response)

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ # BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: Career Management Associates

Mailing address: 3737 Woodland Avenue, Suite 225, West Des Moines, IA

50266

Phone: 515-309-5530 Fax: 515-309-9049 E-mail: bgrimes@cmacareerhelp.com

☐ If Individual: SIGNATURE: _____ Date: _____

Social Security Number: _____

☐ If Partnership: Names – type written: _____ / _____

Social Security Numbers: _____ / _____

SIGNATURES of PARTNERS: _____ Date: _____

_____ Date: _____

☐ If Corporation: Corp ID# 42-1406236 State: IOWA

SIGNATURE: _____ Date: _____

Name and Title –type written: Bill Grimes, Sr., President & CEO

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-I of the Terms and Conditions of the ITQ. I / we appoint

Bill Grimes, Sr. at 3737 Woodland Avenue, Suite 225, West Des Moines, IA 50266 as our agent to receive service of process.

WITNESS SIGNATURE: _____ Title: _____ Date: 12/30/2005

The STATE of Iowa, acting through the undersigned officer(s), hereby accepts the foregoing response to the ITQ and pre-approves the SP named for agency requests for proposals using this agreement. This acceptance and the SP's response for the above reference ITQ and related POs, including the terms and conditions of the ITQ constitute a binding contract between the STATE and the SP.

CT _____ Vendor ID# _____ ☐ CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

REQUIRED SIGNATURE PAGE (submit two signed originals in your response)

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Mailing address: 3737 Woodland Avenue, Suite 225, West Des Moines, IA

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☐ If Individual: SIGNATURE: _____ Date: _____

Social Security Number: _____

☐ If Partnership: Names – type written: _____ / _____

Social Security Numbers: _____ / _____

SIGNATURES of PARTNERS: _____ Date: _____

_____ Date: _____

☐ If Corporation: Corp ID# 42-1406236 State: IOWA

SIGNATURE: _____ Date: _____

Name and Title –type written: Bill Grimes, Sr., President & CEO

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-I of the Terms and Conditions of the ITQ. I / we appoint

Bill Grimes, Sr. at 3737 Woodland Avenue, Suite 225, West Des Moines, IA 50266 as our agent to receive service of process.

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CT _____ Vendor ID# _____ ☐ CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Career Management Associates Skills List

Hardware/Mainframe	Client/Server	Middleware and Web Development	Parallel Processing
Skill Sets	Skill Sets	Skill Sets	Skill Sets
COBOL	UNIX	Corba	SP2
DB2	NT	Java	TSI Mercator
CICS	Oracle	EJB Sockets	Stratus
Easytrieve	Informix	WebSphere	S2
SAS	Visual Basic	WebLogic	XML
JCL	SQL Server	C++	Outlook
TSO/ISPF	MS Access	Visual Age for Java	PowerPoint
VSAM	ASP	XML	Word
IMS	VS Studio	Visual Basic	Excel
Assembler	UML	SQL Server	Project
Panvalet	HTML	HTML	Visio
Expediter	Visual C++	DHTML	Microstrategy
File-aid	MFC	Netscape Application	OLAP
ROSCOE	C	DreamWeaver	UDB
	JavaScript	MS FrontPage	
	OS	Sybase	
	Visual Interdev		
	Siebel Systems		
	O.O.D.		
	PowerBuilder		
	AIX		
	Sybase		

Career Management Associates Roles List

Supporting Job Roles (all levels) for preceding skill sets normally used in a Mainframe environment	Supporting Job Roles (all levels) for preceding skill sets normally used in a Client/Server environment	Supporting Job Roles (all levels) for preceding skill sets normally used in a Middleware and Web environment	Supporting Job Roles (all levels) for preceding skill sets normally used in a Parallel Processing environment
Applications Programmer	Applications Programmer Analyst	Applications Programmer Analyst	Data Modeler
Architect/Design	Architect/Design	Architect/Design	Data Warehousing
Business Analyst	Business Analyst	Business Analyst	Database Administrator
Help Desk Support	Graphical User Interface Design	Ecommerce	Facilitator
Program Analyst	Help Desk Support	Graphical User Interface Design	Network Administrator
Program Documentation & Design	Object Oriented Design	Help Desk Support	Network Analyst/Engineer
Program Documentation & Training	Program Analyst	Multimedia development	PC/LAN Analyst
Program Management	Program Documentation & Design	Object Oriented Design	PC/LAN Engineer
Project Analyst	Program Manager	Program Analyst	Project Coordinator
Project Coordinator	Project Analyst	Program Documentation & Design	Quality Assurance
Project Lead	Project Coordinator	Program Manager	Scribe
Project Manager	Project Lead	Project Analyst	Server Administrator
Quality Assurance	Project Manager	Project Coordinator	Systems Administrator
Software Developer	Quality Assurance	Project Lead	Technology Support
Systems Administrator	Software Developer	Project Manager	
Team Lead	Systems Administrator	Quality Assurance	
Technical Writer	Team Lead	Server Administrator	
Technology Support	Technical Writer	Software Development	
	Technology Support	Systems Administrator	
		Team Leader	
		Technical Writer	
		Technology Support	



CAREERMANAGEMENT
associates



Capabilities/Expertise

At **Career Management Associates**, we have over 75 years of experience enhancing corporate and individual performance through professional recruiting, staffing, management training, coaching, and leadership development. We are dedicated to our individual, corporate, and governmental client's success by spending the time necessary to understand strategic people and training needs, as we develop proactive solutions. As a **Veteran-Owned, GSA Certified, Small Business**, we fully understand the culture and challenges you face in meeting training needs and finding temporary, administrative, and professional employees to fulfill vital roles. We further understand the diversity in our society, and the increasing complexities of modern corporate and government needs.

Products

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Industrial/Manufacturing, and Information Technology
Employment Placement Services
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Professional and Management Development Training

* * * * *

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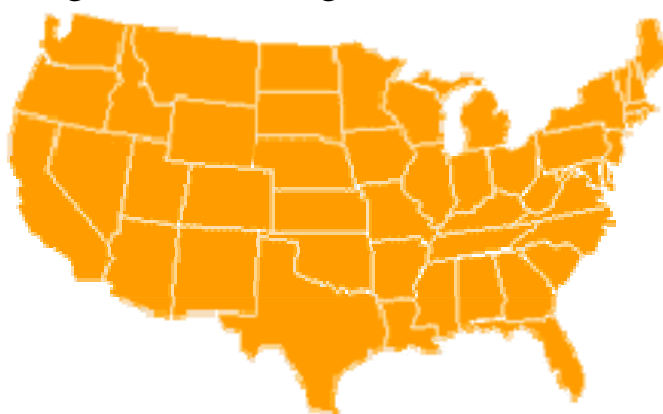
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Contact Information for Company Officers:

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President

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Fax: 515.309.9049

Email: bgrimes@cmacareerhelp.com

William C. Grimes, Jr.

Senior Vice President

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Russell W. Baugh

Vice President

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COMPANY OVERVIEW



Career Management Associates (CMA), is a full service staffing and Human Resources firm with over 75 years of experience enhancing corporate and individual performance through professional recruiting, staffing, management training, coaching, and leadership development. CEO and Founder William C. Grimes, Sr., created CMA because he recognized the overwhelming need in corporate America for a company dedicated to supporting the most valuable resource any company has..... its people. “We are dedicated to our individual,

corporate, and governmental client’s success, because we invest the time and energy necessary to understand strategic people and training needs, as we develop proactive solutions. In today’s world, you see many staffing and human resource organizations, but you still do not see many companies that provide the full spectrum of services. You see individual headhunters and recruiting firms that can only assist companies with their staffing needs, outplacement firms that only work with companies that are going through a downsizing, and career coaches who can only enhance a professional’s ability to do well in an interview. You rarely see a company that can do all of this and more.”

CMA is categorized by the Federal Government as a Small, Veteran Owned business. Early in 2005, CMA became a Federal Contractor and was



awarded a General Service Administration contract under Schedule 736. This contract authorizes CMA to provide temporary and professional staffing to Federal agencies across the country. This truly sets CMA apart in staffing and training. Armed with the ability to help all companies realize their company and personnel goals, CMA is changing the way staffing companies do business.

STAFFING



The process of maximizing human resources and productivity is perhaps the most challenging task confronting today's business executives. The supply of high-caliber talent is as vital to corporate profitability as any other factor. Since the intense demand for first-rate employees far surpasses the supply, companies face serious competition in the labor marketplace.

The expanding diversity in our society and the increasing complexities of modern business have compounded problems attendant to meeting corporate personnel needs. These conditions have prompted business management more and more to seek the assistance of outside human resources experts.

Our experience and network of connections often yields an introduction of candidates that would not otherwise be accessible to the company. Highly qualified individuals, who would not normally respond to newspaper or online advertisements, are routinely discovered by us simply because our personal approach in communicating the opportunity is very effective. Over and over again, experience has demonstrated that a search for the right candidate is a full-time endeavor, requiring special skills and techniques not generally found in conventional businesses. Through our many years of experience, we have learned these special skills and employed these techniques to yield successful results for our clients.

The reasons for using us as your outsourced Human Resources connection are many, including:

The Best Candidates

We help to fill openings with the best candidates, not the most available applicant...and we do it in the least painful, most economical and fastest way possible.

Hard to Find Candidates

We understand that although you choose to work with us, not all of your openings are destined for recruiters. Although no job is too small for us, we recognize that some positions can easily be filled through ads...but for the difficult ones, call on us. We are known for succeeding where our competitors fail.

Not Just a Voice on the Phone

We'd love the chance to spend time with you personally in order to get to know you and learn more about your company's culture and social environment.

Productive Use of Your Time

We understand the definition of "minimum qualifications" and will not disguise under qualified *applicants* as *candidates*. We have no interest in wasting your time.

Control Expenses

Using us allows your company to control expenses, minimize extraneous costs and maximize time utilization. By using us, you only pay for results. You never again need pay for a failed search.

Professional Services

We assist by doing the market research, advertising, initial screening, reference checking, scheduling, and making interview arrangements.

Wise Use of Staffing Dollars

With advertising costs, phone bills, travel, and correspondence expenses on the increase daily, engaging us to perform the search makes fiscal sense.

We Help Prevent Catastrophic Losses

The financial impact of a prolonged search, leaving the position vacant or improperly staffed, can be a highly significant cost factor. The process of filling difficult vacancies can be completed in far less time with the assistance of one of our personnel consultants.

Your Time is Valuable

Time taken from normal responsibilities by corporate decision makers is expensive. Using our staffing services will allow final consideration of only a few qualified candidates, thereby producing a quantifiable savings for your company in both time and money. Unproductive, unprofitable involvement with unqualified applicants can be virtually eliminated.



Enhance Employee Morale

Maintaining confidentiality while searching for the most qualified candidate is a common requirement for many companies. Corporate “political” situations involving personnel changes can have potentially damaging consequences. Potential damage to employee morale and performance caused by premature informational leaks can be avoided by letting us be the “front” for your search.

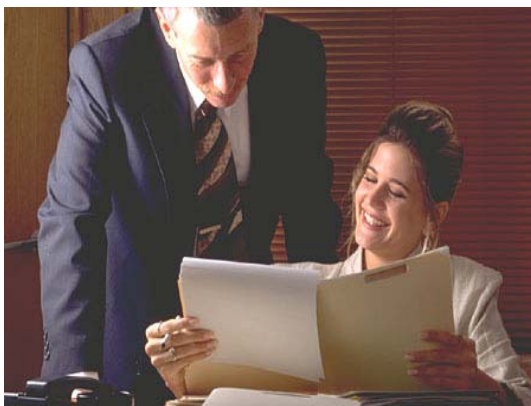


Protect Your Company Image

Allowing us to conduct a confidential search also increases the probability of a more successful conclusion while protecting your company’s image in its community. Continuous classified advertising by your company portrays a negative corporate image of employee dissatisfaction, turnover, constant change or desperate need. Such an image seriously restricts your company’s ability to attract top talent and can cause negative consumer reactions as well. Any organization would be well-advised to avoid this negative publishing and to take advantage of the competitive edge that our experts bring to the table.

Competitive Advantage

Allowing us to act as a “third party” produces an advantageous influence in the introduction of (and negotiations with) candidates. The best candidates have more than one company seeking them out. *Often times the “other” company is your competitor.* The trust instilled in us by the candidates that we introduce to you gives your company a clear advantage when we paint a positive image of the opportunity that your company has to offer.



Enhanced Ability to Secure Your Choice

As communications between the company and a candidate proceed, our third party perspective becomes especially valuable to the company when formulating the offer, extending the offer, and in gaining the candidate’s acceptance of the offer.

Within the Letter of the Law

Use of a recruiting service is a viable resource to your company in meeting equal opportunity commitments. You benefit from our concentrated effort to identify and

refer the most qualified candidates, without relying on the typical resources that tend to generate an applicant pool not conducive to meeting the appropriate balance of employees which your company is seeking.

The wise use of Career Management Associates is one of the most productive uses of your time and resources. Hiring the right “key employees” to lead and manage your company is the second most important thing your organization ever gets to do. (The first is establishing the principles that engage your people and customers.) Hiring these “key employees” is like picking a house; if you do it right, you don’t have to do it often.

Choosing a house may be fun, but selecting key employees is hard work. Yet, getting these decisions right can make all the others easier for the next five to ten years (or longer). Getting it wrong can be a disaster. With over 75 years of experience, Career Management Associates makes sure that you get it right.

Every business owner, senior manager, or anyone else charged with these important hires starts out thinking he or she can do it themselves and save a recruiting fee. This is bad thinking. As the person that the company is looking at to fill this key position, your objective is to find, screen, and hire an exceptional person as fast as possible. Note that you are looking for an exceptional person, not just the best available body.



Not only do you need an exceptional person, you need them quickly. Career Management Associates can complete the job in a fraction of the time that you or any other staffing firm would be able to achieve. Our fee is highly competitive and our costs are minimal compared to the money lost by making a bad decision or leaving a key position unfilled for too long.

Career Management Associates will conduct a deep search to produce that top talent. *As the **only** accredited outsourced, full service human resources firm in the state, Career Management Associates has resources that our competitors only dream of.* In addition to our Human Resources Division conducting a comprehensive search for unidentified talent, our Career Management Division has *exclusive* contact with a number of extremely talented people, each with years of experience and skills that can readily be transferred to your company. Think of us as a talent agency of a different sort. The professionals that we can bring to your organization can make a positive improvement and immediate impact.

Since you want to hire the best professional person for your organization, doesn’t it make sense to engage the best professional human resource experts to assist you? Your company deserves the best...your company deserves...

Career Management Associates

GOVERNMENT SERVICES

Career Management Associates (CMA) is a Small, Veteran Owned Business, which has been recognized as a contractor by the Federal Government. As a Federal contractor, we provide temporary, administrative, and professional services to all government agencies within the federal system. Our Central Contracting Registration (CCR) can be reviewed by visiting the CCR website at www.ccr.gov, and entering our DUNS number (145292053).

General Services Administration (GSA) Contract



Under the GSA Schedules (also referred to as Multiple Award Schedules and Federal Supply Schedules) Program, GSA establishes long-term government wide contracts with commercial firms to provide access to over 10 million commercial supplies and services that can be ordered directly from GSA Schedule contractors. Early in 2005, Career Management Associates was awarded a contract under Schedule 736. Schedule 736 provides federal and military customers Temporary Administrative and Professional Staffing (TAPS) services. In as little as 24 hours, we can provide customers with proven, qualified candidates, who can work up to a maximum of

240 workdays. This schedule offers the following five broad categories:

- 736-1 - Administrative Support and Clerical Occupations
- 736-2 - Automatic Data Processing Occupations
- 736-3 - General Service and Support
- 736-4 - Information and Arts Occupations (including Miscellaneous Occupations)
- 736-5 - Technical and Professional Occupations

To review this information please visit our company website at www.cmacareerhelp.com. At the bottom of our company homepage you will find the GSA Advantage link. By double clicking on this link, enables you to review CMA's GSA Schedule 736 contract in its entirety.

Technical Ability

CMA fully understands the culture and challenges you face in meeting support and training needs, and finding administrative and professional employees to fulfill vital roles. We further understand the diversity in our society, and the increasing complexities of modern corporate and government needs. We subscribe to national websites and professional associations in the Human Resources and Career



Management arenas, providing access to the “best” candidates available in the marketplace. Our ability to retain “top” candidates stems from our professional and technical assessments of candidates. CMA repeatedly gets and keeps top administrative candidates by clearly understanding the needs of our customer. We will assess each administrative skill and provide the necessary candidate to successfully support this requirement.

CMA will perform pre-screening, background checks, and any other requirement associated with preparing a candidate for an interview. Prior to the interview, CMA will also provide each candidate’s resume and a letter outlining how the candidate exceeds the position requirements, and a copy of the current position description and qualification requirements.

CMA seeks to take affirmative action to ensure applicants and employees are considered for employment without regard to race, color, religion, sex, or national origin.

Past Performance



CMA has provided quality support to the United States Department of Agriculture. We are currently providing support to the United States Department of Veteran Affairs and are the “Vendor of Choice” for an Iowa-based Federal Prime Contractor. In September of 2005, CMA was awarded a Blanket Purchase Agreement (BPA) with Fort Sam Houston and Camp Bullis in San Antonio, Texas.

JFG INTERNATIONAL

Purpose

- JFG International provides high quality training and development services to client organizations that are designed to deliver hands-on experiences for their employees.
- Training programs and services are individualized to the needs of each organization.
- Your employees will receive top-of-the-line training that uses up-to-date concepts from the world of business and industry.

What Do We Do?

In every case, we design and implement a needs assessment for your organization. We don't want to waste your time and money and neither do you. If you have specific needs you currently are not able to address, we stand ready to assist you by providing the help you need and nothing more. Your time and resources are important to us as well, and so training and services are designed to work around the demands of your business.

Why JFG International?

With more than **35** years of experience in the education, coaching and training field, JFG International can meet your needs for training and development. To do that most effectively, we want to determine your needs and then design deliverables that meet those needs.

Corporate Training

JFG International's Corporate Training services are designed to provide training and development for business, industry and governmental organizations. Specifically, training is provided to supervisory, management and executive level personnel. With so many of today's managers being promoted because of their expertise at their current level, they many times lack adequate training and coaching to become effective leaders at the new level.

This points to the need for additional development to insure that managers remain up-to-date on the latest leadership practices. For that reason, this function will involve conducting needs assessments of those involved, and then training and development activities will be created to meet those needs. Training will be hands-on and experiential for the participants and will be delivered by highly trained and professional facilitators.



Some of the training topics include, but are not limited to the following categories:

- Leadership Development
- Effective Communications
- Sales Management Strategies
- Personal Selling Techniques
- Effective Delegation
- Performance Appraisals
- Dealing With Difficult People
- Conflict Resolution
- Coaching for Improved Productivity
- Training-the-Trainer
- Sexual Harassment Prevention
- Recruiting and Retaining Mission Critical Staff
- Succession Planning



Key Benefits to You: As a client company of JFG International, you will receive the very best in training and development for your employees. The training will be individualized to your needs and those of your staff. You will be in control of the delivery schedule and every effort will be made to capitalize on your training resources to make your training dollars productive for your organization.



Outplacement

JFG International offers three levels of outplacement services. You will have access to professionals in this field that have extensive experience. The three levels include the “*Executive and Senior Level Outplacement Program*”, “*Exempt Employee Outplacement Program*”, and “*Non-Exempt Employee Outplacement Services*”. Each of these three levels is outlined below with regard to the key benefits and capabilities:

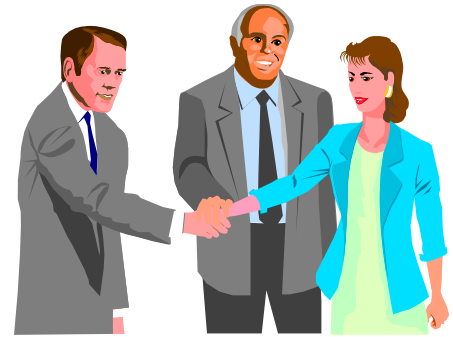
Full-Service Executive and Senior Level Outplacement Programs

Capabilities: The following services indicate specific capabilities we have to assist your displaced employees. We can extend on-going services to support the individual's career search efforts for a guaranteed period of time.

Services That Are Offered:

Career Change and Job Search Preparation

- Customized career assessment
- Customized resume, market brochure and cover letters development
- Professional coaching expertise
- Using research materials correctly
- Financial Advisement
- Video Taping and mock interviews
- Planning the job search
- Extensive proprietary database access
- Internet Training



Networking

- Effective Networking techniques
- Establishing new networks
- Online forums and newsgroups
- Accessing unadvertised/unpublished jobs
- Introduction to contacts in top performing companies

Executing a Successful Job Search Campaign

- Developing a strong marketing campaign
- Researching employers
- Interviewing strategies
- Negotiating the best offer
- Evaluating competing offers

Key Benefits to You: A full spectrum of career planning and job location capabilities. Individualized program designed to suit the participant's needs. Careful follow up and support for the progress of each participant. Your outplaced employees will receive the very best in services to insure their future success.



Exempt Outplacement Services

Capabilities: Individual support will be made available through our career counselors.

Services That Are Offered:

Career Change and Job Search Preparation

- Skills Identification and assessment
- Writing effective resumes and cover letters
- Using research materials correctly
- Planning the job search
- Extensive proprietary database access
- Internet Training

Networking

- Effective Networking techniques
- Establishing new networks
- Accessing unadvertised/unpublished jobs

Executing a successful Job Search Campaign

- Developing a strong job search campaign
- Researching local employers
- Interviewing strategies

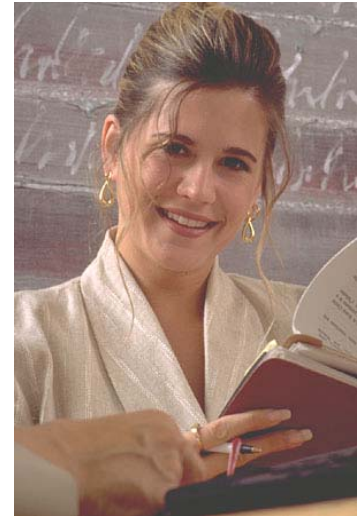
Key Benefits to You: Prepares participants for a career minded competitive job search. One, two or three day options help you balance the time/budget equation.

Non-Exempt Outplacement Services

Capabilities: Individual support is provided throughout the job search.

Interview Techniques

- Personal commercial
- Common interview questions
- Questions to ask interviewers
- Communication skills
- Skills assessment
- Interview Types: Traditional and non-traditional



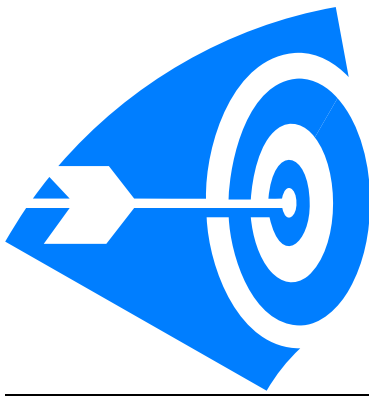
Resumes

- Format
- Types of resumes
- Cover letters and how to use them

Job Search Techniques

- Personal network
- Targeting companies
- Potential opportunities
- On-line/Web Access
- Job Fairs
- Completing application forms

Key Benefits to You: Provide the necessary tools for quick re-entry to workforce.



Executive Coaching

This function is designed to target the one-on-one professional development needs of senior level leaders within organizations. This service is highly individualized to the needs of the executives seeking to strengthen their capabilities within the organization for the purpose of maintaining insights into the leadership qualities of today's outstanding professionals in the field of business and industry.

A specific agenda will be developed for each professional, along with a timeline to keep the coaching on track and relevant to the needs being met.

Key Benefits to You: Your senior management personnel will remain up-to-date on the skills and competencies they must have to make your organization successful and profitable. Because coaching is provided in a one-on-one setting and on your company site, time away from the job is reduced to increase the productivity of the executives. Everything that is discussed in coaching sessions is highly confidential. Individual development programs can be designed to achieve the maximum benefit for each senior level manager.

College Programs



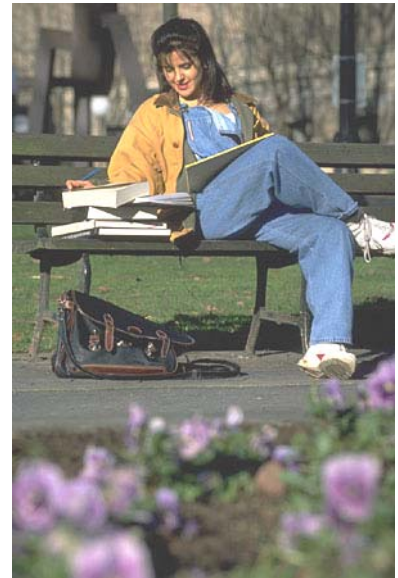
Because colleges and universities want their graduates to be successful, they many time seek outside resources to assist with the employment of their students. Companies have been recruiting students on campus for years with sometimes limited success.

The reason for JFG International's College Program is to provide colleges and universities with a resource that can be delivered in a very cost-effective manner for the individual student. Additionally, selected student organizations can be afforded the opportunity to raise much needed funds for their projects.

The College Programs are specifically designed to work with college and university students who are nearing graduation. Students are in need of career search assistance to help them become employed in today's job market. JFG International staff has more than 35 years of experience in working directly with college and university graduates.

The topics that are provided include, but are not limited to the following:

- Effective Career Goals
- Developing Professional Resumes
- Resume Do's and Don'ts
- Preparing for the Interview
- Effective Interviewing Techniques
- Landing the Job
- Negotiating Salary and Benefits
- Professional Follow-Up



EXECUTIVE DEVELOPMENT



Our Executive Development Division is designed to ensure that you as a professional in your field, have the necessary skills to “win” in today’s highly competitive marketplace. With over 75 years of experience, the Career Management difference is clear: tailored one-on-one training, state-of-the-art research tools, and a proprietary database designed to capitalize on opportunities with local, as well as international companies.

Our Process

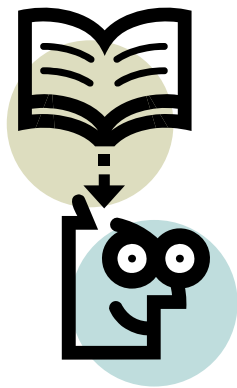
Skills Assessment

The assessment is designed to highlight your career achievements and key skills supporting your career goals. The assessment provides the basis for the development of your individual marketing campaign.



Marketing Tool Development

The marketing tools are developed to showcase what you can do for a prospective company or industry, not just give a chronological history of your employment. These tools consist of a market brochure, a word resume, professional cover letters, an online resume, and other resources designed to get you in front of decision makers.



Personality Assessment

The personality assessment includes a profile using the DiSC[®] Instrument. This instrument is designed to show your profile and the profile of others you will meet in the interview process. You will be able to identify and develop solutions to perceived weaknesses when interviewing.

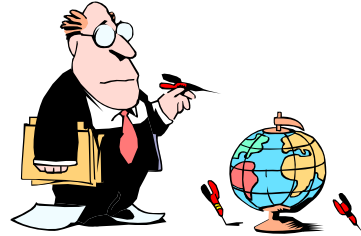


Dynamic Interview Preparation

Interview preparation is designed to help you “Win” when interviewing. You will focus on improving skills in answering standard, behavioral, and sensitive interview questions. You will also receive questions to ask the interviewer. Preparation will help you come in first, not second.

Image Development

You will focus on developing a professional image. You will learn how to manage first impressions, capitalize on nonverbal behavior, dress, and grooming. These skills are designed to help interviewers remember you.



Networking

This will get you in front of decision makers. It starts with access to online resources including over 2.3 million companies and their decision makers. Once companies are identified, the focus shifts to local contacts and key industry players you want to include in your search.

Salary and Benefit Negotiation

This will ensure that you are getting the right salary and benefits commensurate with the position that you are being offered.



Ongoing Support and Counsel

You will focus on continuing to market yourself in your new position. You will understand how to position yourself for the next step in your company.